WELCOME

The DoD Information Collections (IC) team hosted a workshop for OSD/DoD IC professionals in early September 2019. During the workshop, we discussed new processes, introduced mission partners, and provided a forum for open discussion among attendees.

Here is a recap from Angela James, DoD Paperwork Reduction Act (PRA) Clearance and Forms Management Officer (FMO):

- All OSD/DoD Information Management Control Officers (better known as IMCOs) will upload IC requests via ROCIS (RISC and OIRA Consolidated Information System) owned and managed by the General Services Administration (GSA). They require one-day training for access. Over half of our IMCOs have attended or are scheduled to attend in CY 2019. If you still need training, please email Angela James directly at angela.n.james4.civ@mail.mil. The overall goal is to eliminate unnecessary burden on the PRA process!

- DoD still has approximately 82 EXPIRED ICs that date back to FY 2011. We will be reaching out in the near future to identify if those ICs are still “in use” or if they can be discontinued. Please contact the IC Org Box with questions or concerns.

We are facilitating “The Paperwork Reduction Act 101” webinar on 24 October 2019. This webinar is perfect for new beginners, Mission Partners, or anyone that wants to know the basics of PRA. Our webinars are open to anyone and everyone! Visit the IC Website for details.

Angela N. James
Lead, Office of Information Management
As many of you have noticed, 60-Day Federal Register Notices (FRNs) for information collection requests (ICRs) expiring in 2019 have been published. The process OIM had for submitting FRNs for publication very recently and unexpectedly changed. Previously, OIM directly submitted FRNs to the Regulatory and Advisory Committee Division (housed in the Office of the Chief Management Officer, Directorate for Oversight and Compliance), who forwarded them along to the Federal Register for publication. On 1 August 2019, the Deputy Secretary of Defense Memorandum, “Delegation of Authority to Approve Documents Published in the Federal Register,” was issued revising requirements for notices. OIM can no longer submit FRNs to the Regulatory team, but instead must submit them to our delegated SES for approval and forwarding to the Regulatory team.

When the memo was released OIM quickly acted to ensure ICRs expiring in 2019 would not be affected by delays or miss compliance benchmarks. The 60-Day FRNs for all ICRs expiring in 2019 have published or will publish soon using the current approved burden estimates.

What to know:

• OIM has identified an SES to approve our notices and is working to finalize their delegation.
• Going forward there may be delays in publishing notices, so be aware of deadlines!
• Mandatory coordination is still required!
• Other DoD compliance processes and regulatory actions have been affected by this change, including Federal rule making and SORNs.

Thank you for your continued partnership and patience as OIM works to adjust our internal workflow under the new FRN submission process. If you have questions or would like a copy of the memo, please contact OIM via our org box!
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<tr>
<th>OMB CONTROL NUMBER</th>
<th>COMPONENT</th>
<th>TITLE</th>
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<tr>
<td>0701-0162</td>
<td>Air Force</td>
<td>Emergency Mass Notification System</td>
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<tr>
<td>0702-0146</td>
<td>Army</td>
<td>Department of Defense Standard Tender of Freight Services</td>
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<td>0703-0011</td>
<td>Navy</td>
<td>Academic Certification for Marine Corps Officer Candidate Program</td>
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<td>0703-0012</td>
<td>Navy</td>
<td>Personal Information Questionnaire</td>
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<td>0703-0074</td>
<td>Navy</td>
<td>JAG Corps Student Program or Direct Accession Application; OPNAV 1070/3 Internship/Externship Program Application; Structured Interview Questions</td>
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<td>P&amp;R</td>
<td>Disposition of Remains - Reimbursable Basis Request for Payment of Funeral and/or Internment Expenses</td>
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<td>Department of Defense Education Activity (DoDEA) Research Approval Process</td>
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<td>Post Government Employment Advice Opinion Request</td>
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<td>P&amp;R</td>
<td>My Career Advancement Account (MyCAA) Scholarship Program</td>
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<td>0720-0008</td>
<td>P&amp;R</td>
<td>TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form</td>
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<td>0730-0012</td>
<td>DFAS</td>
<td>Trustee Report</td>
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Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d)
• Section 508 of the Rehabilitation Act requires that when Federal agencies (including DoD) develop, procure, maintain, or use electronic and information technology, they will ensure that people with disabilities, including Federal employees, have access to and use of information that is comparable to individuals without disabilities. This applies to all forms published on Websites (public and internal) throughout DoD. To achieve this requirement, we encourage Forms Managers throughout the Department to take advantage the General Services Administration (GSA) Accessibility Training. GSA courses are intended to improve your understanding of the Section 508 Law and help produce digital tools and content that conform to the revised 508 standards. Visit https://section508.gov/training for available training resources. For additional information on Section 508, visit the DoD Chief Information Officer Website.

FMO Quarterly Meeting
• DoD FMO meetings are now being held quarterly for collaboration of forms programs. The next meeting will be 1 October at the Mark Center. Please send proposed topics to the DoD FMO.

Instructions for Forms
• Instructions should be provided for completion of all forms according to OMB. They may be located in the prescribing issuance or on the form itself.

DoD Forms Website
• DoD Forms referenced on websites other than the official DoD Forms website should always point users directly back to the official version of the form on the official DoD forms website. This is important to prevent use of alternate and outdated versions of forms.

Form Improvements
• Forms team has projects to improve functionality of the forms by making PDFs more accessible, improve design, and maintain DOD forms standards. Improvements also include legal compliance, prescribing issuances tag, and creating an Excel/Access database to filter and organize information about the forms and produce valuable metrics.

21ST CENTURY IDEA
H.R.5759 - 21st Century Integrated Digital Experience Act (21st Century IDEA) – The deadline for making all public facing forms digital has passed. Ensure that your forms are electronically fillable and digital signatures are enabled when authorized. Also, ensure that Section 508 compatibility requirements are met.
Vanessa Coleman

IC Analyst

Vanessa graduated from American University with a BA in International Studies with a concentration in Identity, Race, Culture, & Gender. During college, she studied abroad in Beppu, Japan at the Asia Pacific University. Prior to joining the IC team, Vanessa worked at Starbucks and in death benefits for Serco. In her spare time, she enjoys collecting Hello Kitty items and watching RuPaul’s Drag Race. As a newlywed, Vanessa loves to cook and looks forward to eventually taking a honeymoon in Japan.

Hira Zaheer

Forms Analyst

Hira Graduated from University of Virginia, with a BA in Urban and Environmental Planning. Prior to joining the OIM Forms team, Hira worked at a retail pharmacy as a certified technician and interned at the Albemarle County in Charlottesville as a Zoning Intern. In her spare time, Hira loves to spend time with her husky puppy and create architectural sketches.

We say goodbye to...

Benjamin Mcalduf

and Arthur Ackerman

Thank you
In support of the 2017 National Defense Authorization Act, the DoD has started the transition of military medical treatment facilities (MTFs) to the DHA. When the transition is complete, 51 hospitals, 381 ambulatory care centers and occupational health clinics, and 247 dental clinics will be under DHA. The transition will include the consolidation of several hundred Service level forms and publications; each DHA publication and form will result in the cancellation of a corresponding Service level publication and form. In addition to standardizing the Service level forms and publications, forms used within the treatment facilities will also be standardized across the enterprise.

DHA will be utilizing the Joint Enterprise Licensing Agreement (JELA) initiated by the Defense Information Systems Agency (DISA). This JELA will allow DHA to deploy the Adobe AEM suite of forms technology. The initial deployment of the Adobe AEM suite will allow DHA to develop standardized forms and workflows to internal users. The long-term goal is to open the deployment to forms completed by the public.

To lead this forms consolidation effort, DHA has established a new Forms Management Office. In addition to managing the DHA forms library, the office is collaborating with the DHA’s Publication, Privacy, Records, and Information Management Control offices to ensure data capture meets these additional requirements. Serving as the DHA Forms Management Officer is Mr. Edward Orlowsky. Mr. Orlowsky started his forms career developing electronic forms in DOS for the Army as a contactor. For 8 years he led the electronic forms team at the US Postal Service.

After supporting the USPS, he spent 2 years supporting the Department of Navy Forms Manager where he learned the policy side of forms management. In 2007, he took his first civilian position, serving as the Navy Medicine Forms Manager. After five years in this role, he spent 3 years on the SF/OF forms team with GSA. Prior to joining DHA, he spent 3 years with the Office of Naval Research where he led a small team responsible for forms, records, privacy, FOIA, taskers, and correspondence.

![Logo](image1.png)

ED ORLOWSKY
DEFENSE HEALTH AGENCY (DHA) / FORMS MANAGEMENT OFFICER

“The initial deployment of the Adobe AEM suite will allow DHA to develop standardized forms and workflows to internal users. The long-term goal is to open the deployment to forms completed by the public.”

ED ORLOWSKY
Email: edward.l.orlowsky2.civ@mail.mil
Website: www.health.mil
WORD SEARCH

Find the following words in the puzzle.
Words are hidden ↑ ↓ → ← and ↙ .

- AIRFORCE
- APPROVAL
- ARMY
- BURDEN
- BUREAUCRACY
- CLEARANCE
- COLLECTION
- COMPLIANCE
- DEFENSE
- DIRECTIVES
- DISCONTINUE
- EXTENSION
- FORM
- GENERIC
- IMCO
- INFORMATION
- INTERNAL
- ISSUANCE
- MEMORANDUM
- NAVY
- PAPERWORK
- PRIVACY
- PUBLIC
- RECORDS
- REINSTATEMENT
- REVIEW
- SORN
- SSN
- STAKEHOLDER
- SURVEY
- SYSTEM
- VIOLATION

HELLO

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